

ADMINISTRATOR'S REPORT  
AUGUST 2019

**BANKING TRANSACTIONS:**

- 8/13/19 Transfer \$28,129 from General Checking to Des. Res. Savings for the 2018 Budgeted Transfers. Breakdown is in packets.
- 7/10/19 Transferred \$5,020 from Lottery Checking to General Checking for reimbursement of Lottery payouts.
- 7/10/19 Transferred \$8,100 from Des. Res. Savings to General Checking for partial payment of concrete barricades from Warning Lites. (Final invoice has not been received as of this date.)
- 8/13/19 Transfer \$9,606 from Des. Res. Savings (GF Ind. Park land sales) to General Checking for 2019 Ind. Park property taxes. (We initially used Fund Ind. Park TIF 2-10 Fund 385 to cover the property taxes, but in further research I found that TIF statutes do not authorize the use of TIF for property taxes, so we will need to take the funds out of the General Fund Des. Reserves from the sale of Ind. Park land. *(Sale of Ind. Park land is General Fund money because the land was initially purchased with GF money back in 2000, and the Ind. Park was not established until 2006. This was confirmed with the City Auditor and June 1, 2016 email with State Auditor's Office.)*)

**ACCEPTANCE OF DONATIONS – Res. 19D-5:**

Res. 19D-5 accepts the donations for July 2019.

**ENGINEERING:**

This item is on the agenda should the City Engineer have any updates for the council meeting.

**FINAL ADOPTION OF NUISANCE ORD. #286:**

Nuisance Ordinance #286 has been posted for the month of July and is on this Aug. 12 agenda for final adoption.

**TOBACCO ORD. #287 - CALL FOR PUBLIC HEARING:**

At the July council meeting, the Council approved to move forward with the process to adopt Ord. #287 updating the tobacco ordinance to include T-21. After the meeting, I received a call from the Coalition of Neighborhood Retailers asking if the City was going to hold a public hearing or notify retailers before adopting the T-21 ordinance. I checked with Joel Jamnik, City Attorney, and he told me there is no prescribed statutory process other than the general 10 day notice the legislature passed a few years ago for all ordinances but he believed that every city

they represent has had some type of hearing after notifying licensees. The public hearing could be before the regular meeting on Sept. 3, either at 6:30 p.m. or 7:00 p.m. with the regular meeting to follow. Once the council calls for the public hearing, I will send notice of the hearing to the tobacco license holders in Braham, along with a copy of the proposed Ord. #287. There are currently three tobacco license holders in Braham – Home Town Liquor (municipal), Dino Mart, and Dollar General.

#### CAPITAL IMPROVEMENT PROJECTS:

##### Amend Performance Bond Requirement to 100% of Bid Amount

The initial contracts with Roof Tech and St. Florian Remodelers required a Performance Bond in the amount of 150% of the bid amount, which is what we've seen on large street improvement projects. Roof Tech called and said this is the first they've had a request over the bid amount, and requested the Performance Bond requirement be reduced to 100% of the bid amount. We ran into this with Hjort Excavation back with the Ercoa Demolition too, which would lead us to believe that the Performance Bonds for smaller projects are typically at 100% of the bid amount. With council approval, we will reduce the Performance Bond requirement to 100% of the bid amount, and get these projects moving.

##### Res. 19-13 Awarding \$273,000 G.O. Capital Improvement Plan Note, Series 2019B:

The City received the resolution from Fryberger for the award of the \$273,000 General Obligation Capital Improvement Plan Note, Series 2019B. It is ready for council adoption.

##### \$273,000 G.O. Capital Improvement Loan Agreement:

Fryberger also sent the \$273,000 General Obligation Capital Improvement Loan Agreement with First Independent Bank for council approval at this meeting. The loan is for a term of 15 years at 3.20% interest. The Debt Service Schedule is in the packets along with the Loan Agreement.

#### FINAL CITY ADMINISTRATOR CONTRACT:

The Personnel Committee finalized the City Administrator Contract with Angela Grafstrom. The contract is in the packets for council information. Grafstrom was hired at Step 2 of the 2019 Salary Schedule, and will start on Sept. 3, 2019.

#### MEMORIAL STATUE FOR PARK:

Helen Swenson stopped in to see me on July 2. She said the Braham VFW would like to put a memorial statue of a soldier in one of the parks. They've collected an initial quote from Mission Creek, which is in the packets. They also plan to request quotes from Braham Monument, and possibly others. Funding will come through the VFW and donations. Helen said the project is a couple years out, so they are just in the planning stage and want to know the council will allow it before they go further. Helen said that Bob Ciszewski will be present at the meeting for more information and to answer any questions.

#### \$2,500 CENTERPOINT ENERGY GRANT AWARD:

The City of Braham received a \$2,500 Community Partnership Grant from CenterPoint Energy for Police Department radios. The City and its Braham Police Department extends its appreciation to CenterPoint Energy for investing in the safety of the Braham Community.

#### BRAHAM FIRE RELIEF RAFFLE PERMIT:

The Braham Fire Relief Assn is applying for their fall Raffle Permit to go along with their Oct. 11, 2019 Chili Feed. This has been an annual tradition for them.

#### PLANNING & ZONING:

##### Rezoning Request from John Fuhr

John Fuhr has requested rezoning 6.04 acres located on the corner of Elmhurst Ave S. and 3<sup>rd</sup> St. SW from R-1 to R-2 for the purpose of building 8-Plex units on the property. The Braham Planning Commission met on July 23, 2019 but lacked a quorum. City Zoning Official Marshall Lind and the two Planning Commission members present have recommended the council approval the rezoning request. His full recommendation is in his staff report in the packets.

##### Variance Request from John Fuhr

John Fuhr and Phil Herbert also request a Variance from the Zoning Ordinance requirement to pave the driving and parking lot area. Zoning Administrator Lind and the two Planning Commission members do not recommend approval. Lind's full recommendation is in his staff report in the packets.

##### Order of Removal of Illegal Structure

At the June 4 council meeting, the council authorized City Zoning Administrator Marshall Lind to proceed with the enforcement process on 310 WCD. Lind sent a Notice of Hazardous Building to the owner on June 11, 2019 giving him until July 12, 2019 to respond. As of this Administrator's Report on August 5, no response has been received. Lind has drafted an Order for Removal of Illegal Structure to be sent out as the next step. If there is no response within 20 days of this Order, a Motion of Summary Enforcement will be made to the Isanti County District Court.

##### Updated Pictometry Promo

The City has been offered the opportunity to participate in an updated aerial photo of the City for \$4,379 or possibly \$3,771 if Isanti would go in on this update with Braham. City Planner Marshall Lind will present more information on this offer.

Respectfully Submitted,

Sally A. Hoy  
City Administrator